



## COMPLIANCE COMPONENT

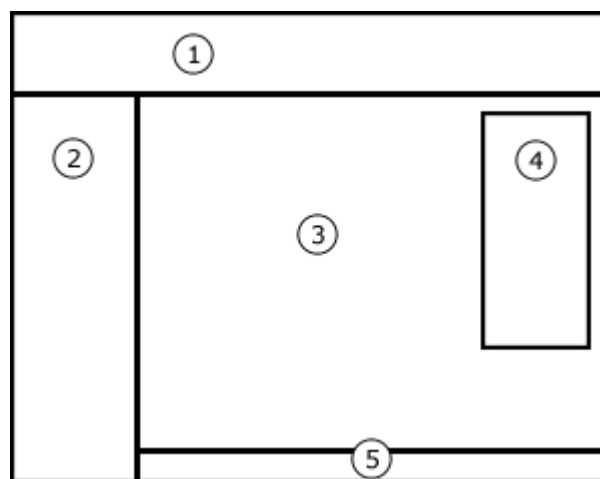
Revised: 07/22/05

DEFINITION	
<i>Name</i>	Layout
<i>Description</i>	This compliance component describes the general usability standards to be considered when designing the web interface.
<i>Rationale</i>	<p>Web design is interaction design. It is not a beauty contest. Usability is the key goal. While there are several ways to approach the challenge of Web page layout, some arrangements make a site more usable than others.</p> <p>If common layout guidelines are not adopted, then as customers move among the web pages they will experience confusion and frustration. For example, an object such as a 'Help' link located on the top of one page that is located along the bottom of another is confusing to site visitors.</p>
<i>Benefits</i>	By adopting general standards on how pages are designed, a common look-and-feel will emerge breeding familiarity, confidence and ease-of-use.
ASSOCIATED ARCHITECTURE LEVELS	
<i>Specify the Domain Name</i>	Interface
<i>Specify the Discipline Name</i>	Branding
<i>Specify the Technology Area Name</i>	Usability
<i>Specify the Product Component Name</i>	
COMPLIANCE COMPONENT TYPE	
<i>Document the Compliance Component Type</i>	Guideline
<i>Component Sub-type</i>	
COMPLIANCE DETAIL	
<i>State the Guideline, Standard or Legislation</i>	<p><b><u>General Guidelines</u></b></p> <p><b>Align Page Elements:</b> People typically prefer items on a page to be aligned both vertically and horizontally as opposed to random indentations.</p> <p><b>Establish Level of Importance:</b> Establish a high-to-low level of importance for each category and carry out this approach throughout the entire Web site. Important categories should appear higher on the page so users can locate them quickly. Put important items at the top, "above the fold" (in the first screenful of information), to ease scanning. Experienced users usually scan a Web page menu or a list from top to bottom. Users generally look at the top center of a page first, then look left, then right, and finally begin systematically moving down the total page. All critical content and navigation options should be at the top of the page. Particularly on navigation panes, all major choices should be visible without scrolling. Users may conclude that what they see on the visible portion of the page is not of interest and not bother scrolling down to see the rest of the page.</p>

**Consistency:** Place logos, recurring text, buttons, and graphics in a consistent position on all pages. Users, particularly those older than 65, tend to learn and remember locations of information, functions, and controls.

**Reduce Unused Space:** Reduce the amount of unused space on pages used for scanning and searching. On pages that are primarily links or categories, like a home page, the greater the density, the faster the scanning. "Density" is defined as the percent of the screen filled with categories and text. Density has no impact on user accuracy or preference. On content/text pages, using some white space to separate paragraphs and ideas is important. As a rule, use less white space than you would on paper.

### Suggested Layout / Template



This suggested layout includes five sections.

**1. Site identifier/banner:** Every page must let visitors know that they are at your site. A banner at the top of each page works well as the site identifier. This site identifier/banner is different from a page's title and header which are each explained below. (*Hint: Don't make this area too tall or else your content area will be displayed too low on the screen.*)

**2. Navigation bar:** The navigation bar contains a list of links to the pages of your website. This navigation bar exists to help visitors find content.

Your navigation structure should be determined roughly by the information hierarchy of the site. This means that you must decide in advance what your visitors needs will be, then prioritize those needs and then **put the links that will be most frequently used at the top of the navigation bar list.** (*Hint: Organize your information logically before trying to lay it out visually.*)

**3. Main content area:** The main content area displays the page heading, as well as text and images. This is the area that your visitors actually come to see. Be sure to give this area the thought that it deserves.

Two concerns in your main content area are readability and flexibility. Visitors are uncomfortable reading extremely short or extremely long line lengths.

	<p><b>4. Secondary content area:</b> A secondary content area is often used for announcements or to call attention to a special event. If your site is information rich it makes sense to designate some layout space to make more content available. If your site doesn't need it, however, leave the space for your main content.</p> <p><b>5. Content about content:</b> This area along the bottom of the page often includes text links to all of the pages in your site. Other common information displayed here may include copyright, last updated date, security/privacy links, and a link to a point of contact. This information, while necessary, will not be important to most of your visitors. A small footer is usually the best place for it. Use a smaller font size to set it apart.</p>		
Document Source Reference #			
<b>Compliance Sources</b>			
Name	US Department of Health and Human Services	Website	<a href="http://usability.gov/guidelines/layout.html">http://usability.gov/guidelines/layout.html</a> ;
Contact Information			
Name	University of Oklahoma	Website	<a href="http://price.ou.edu/ibc/ibc_body/IBC_Web_Design_Guidelines.doc">http://price.ou.edu/ibc/ibc_body/IBC_Web_Design_Guidelines.doc</a>
Contact Information			
<b>KEYWORDS</b>			
List Keywords	Layout, design, usability, page elements, navigation, content area, template		
<b>COMPONENT CLASSIFICATION</b>			
Provide the Classification	<input type="checkbox"/> Emerging <input checked="" type="checkbox"/> Current <input type="checkbox"/> Twilight <input type="checkbox"/> Sunset		
Sunset Date			
<b>COMPONENT SUB-CLASSIFICATION</b>			
Sub-Classification	Date	Additional Sub-Classification Information	
<input type="checkbox"/> Technology Watch			
<input type="checkbox"/> Variance			
<input type="checkbox"/> Conditional Use			
<b>Rationale for Component Classification</b>			
Document the Rationale for Component Classification			
<b>Migration Strategy</b>			
Document the Migration Strategy			
<b>Impact Position Statement</b>			
Document the Position Statement on Impact			
<b>CURRENT STATUS</b>			
Provide the Current Status	<input type="checkbox"/> In Development <input type="checkbox"/> Under Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected		

AUDIT TRAIL			
<i>Creation Date</i>	3/9/2005	<i>Date Approved / Rejected</i>	9/27/05
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			